POLICY REVIEW

Policy -this refers to a set of ideas or a plan of what to do in a particular situation that has been agreed to officially by a people, business organization, a government or a political party. It is also a course or a principle of action adopted or proposed by an organization.

A policy review - this refers to a procedure of evaluating the effectiveness of a specific policy. This is done especially when a policy is not working well .

Reasons for policy review

Policy review is carried out due to various reasons which include

-When the policy is no longer followed is subject to review.

-When the policy is no longer bearing the desired impact.

-If a new issue has arose that mandate the policy to be amended.

-Changes to the mother policy make the existing policy redundant or non-compliant.

Purpose of a policy review

The policies of an institution provide for consistency,transparency and equity in its operations .It is informed by national legislation,requirements of the profession for which it is being prepared for,standards of accrediting bodies and the institutions ' mission,vision and core values. Police's indicate the institution's position and operation,regulatory and procedural documents that define the "what" ,"who to" and "to whom " of the institution's operations with appropriate flexibility for exceptional cases.

Policy reviews are meant to ensure that the policies address the existing emerging legislative needs as it grows and develops and responds to the needs of its stakeholders in achieving its vision and accomplishing its mission.Primarilly policy reviews consider the following;

1.Relevance-thes are the institution's strategic directions in achieving its mission and the inculcation of the core value reflected.

2.Currency-this is the present situation or needs of the institution and it's stakeholder to be addressed.

3.Clarity-this is concerned with whether all stakeholders are interpreting the content of the policy in a similar way and whether the policy articulates the institution's position that facilitate development of regulations and procedure.

4.Compliance-it concerns what was the overall level of compliance since implementation or the previous review. Was compliance impacted with the way the policy is written?

5.Adequency and scope -are all instances and all stakeholders addressed with sufficient provision for extraordinary cases?,how should the policy be amended to address the concerns that have arisen since it's previous review?

6.Consistency-does the policy comply with the law applicable in any professional regulation or standard? Is it aligned with established and correct policies procedure of the institution?

Personnel needed for a policy review

A policy review committee is constituted for the purpose of review of an existing policy .The committee includes;

-Accountable officer or the chair of the committee

-Quakity assurance office,portfolio responsibility for the policy and the research assistant

-Internal or external consultants-with expert knowledge of the policy subject matter or of the implications of it's implication.

Procedure of policy review

The policy reviewer is responsible for conducting a comprehensive review of policy at a periodic interval or as required to stay updated.

In this stage,the policy custodian should identify all issues that trigger a policy review.

Step1:Need analysis

Regarding the policy issues the policy custodian will decide whether to;

-Log the issues for a later review or development

-Address the problem through mechanisms other than the policy process.

-Proceed with a review.

Step2:Research

The policy custodian should analyse any relevant information that could inform the policy review .This may include data analysis,literature review and best practices.

The implications of the policy review should be determined with consideration to its impact on other policies ,stakeholders,administration and systemdevelopment.

Step3:Drafting

Depending upon the extent of change,urgency and timing of the policy change stakeholders will be consulted and have the opportunity to comment on the draft policy. The policy custodian may find that early consultation with critical stakeholders will inform the drafting stage of the policy.

Step4:Consultation

The stakeholders identified earlier must be consulted regarding the policy. Depending on the constraints operating on the policy it mat not always be possible to consult with all stakeholder groups,however these constraints should be made clear.

Step5:Approval

The final draft of the policy should be submitted for final approval by the highest delegated authority and should be accompanied by a communication and implementation plan.

Step6:Implementation and communication

The policy custodian is responsible for implementing the policy and should maintain a record of progress against the communication and implementation plan.

Step7:Maintenance and review

The policy issues log should be maintained by through implementation of the policy. To ensure the policy is being followed,it may be necessary to audit compliance with the policy or evaluate the policy.

Results of the policy review

During the process of policy review,the policy may be updated,revised or rescinded.Updating involves changes in;style,format,grammar and or correction of error.Revision involved substantial content change.Rescinding involved withdrawal of the policy from circulation.

Minor revision and updates

A minor revision does not affect a policy 's rules ,principles or intent and is called policy update.A policy update does not require the formalized process while a substantive revision does however,it must follow a detailed submission and approval process. Changes to a policy which would be considered minor and classified has a policy update include ;

-Adding defination to increase understanding of the terms of the policy statement.

-Making correction such as punctuation or spelling.

-Clarifying a point of the initial policy.

-Rearranging information.

-Adding guidelines.

Substantive revision

This bring considerable and significant changes which affect the rules or principles. These changes may include;

-Changes in related laws

-Change that alters the initial policy inter

-Modification or addition to the initial policy requirements

-Procedures for implementing the policy changes significantly

If change is determined to be substantive revision, the process will follow as of it is of a new policy.

REFERENCES

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